



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>HISTORIC PRESERVATION ADMINISTRATOR***</b>	<b>42</b>	<b>A</b>	<b>7.867</b>

Under administrative direction of the department director, the Historic Preservation Administrator is assigned responsibility to plan, organize, coordinate and administer a statewide cultural resource management program within guidelines and parameters established by the National Historic Preservation Act of 1966, grant programs, and various boards and commissions associated with historic preservation.

Develop the State's comprehensive historic preservation plan; establish division and State priorities related to the survey, evaluation, planning and treatment of cultural resources; develop short and long-range goals and objectives; measure results and evaluate program effectiveness; prepare narrative and statistical reports and recommendations as requested.

Ensure compliance with State and federal laws, regulations, requirements and established standards related to the preservation and interpretation of historic sites; administer division activities in accordance with the National Historic Preservation Act of 1966, departmental policies, and the administrative guidelines set forth by applicable boards and commissions.

Plan, organize, direct and evaluate recommendations for surveys of cultural resources including the archaeological, architectural history, and historical aspects of sites within the State; review technical documentation, photographs, artifacts and other items and confer with federal representatives and State agencies to coordinate activities and efforts.

Formulate, develop and implement the division budget; review budget requests from subordinate staff and prepare justifications for the acquisition of equipment and/or additional staff; testify before legislative money committees and at hearings to answer questions, explain technical aspects of historic preservation, and advocate for special projects.

Approve grants for historic preservation funding and coordinate the annual grant program of the Commission for Cultural Affairs; manage meetings, sign funding agreements and journal vouchers for payment upon satisfactory completion and documentation of contracted work; review and approve all grants, work and billings for both the Historic Preservation Fund and the State bond funds of the Commission for Cultural Affairs.

Coordinate fund-raising activities for historic preservation activities and act as appointing authority, with budgetary and personnel responsibilities for the Comstock Historic District Commission; oversee development, maintenance and operation of the Commission office; serve as the Governor's appointee on the Commission.

Represent the State in national historic preservation forums and in meetings with federal agencies; represent the division at meetings with other State and local governmental entities and the public; work closely with representatives of the National Park Service, National and State Registers of Historic Places, Native American tribal leaders and others.

Supervise and evaluate the performance of professional staff engaged in the survey, research and preservation of archaeological, architectural and historical sites; develop work programs in conjunction with the National Park Service and Historic Preservation Office; provide for training and staff development opportunities; counsel and discipline personnel as appropriate.

Perform related duties as assigned.

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\*\*\*Abolish through attrition

## MINIMUM QUALIFICATIONS

### INFORMATIONAL NOTE:

- \* Applicants' professional qualifications must meet National Park Service standards as described in the Code of Federal Regulations for any one specialty as described in 36 CFR 61.

**EDUCATION AND EXPERIENCE:** Ph.D. from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, or closely related field with major coursework in historic preservation, public history, architectural history, or archaeology, and three years experience performing professional historic preservation work in archaeology, architectural history, history, planning and/or inspection; one year of which included supervising major cultural resource projects including field surveys, site evaluations and testing, treatment programs for proposed projects, preparation of historic contexts, and rehabilitation of historic buildings; **OR** Master's degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, or closely related field with major coursework in historic preservation, public history, architectural history, or archaeology, and four years experience as described above; **OR** one year of experience as an Historic Preservation Specialist III in Nevada State service. (*See Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** all program areas as defined under the National Historic Preservation Act of 1966 including Review and Compliance, Tax Act, Historic Preservation Grants, Comprehensive Statewide Historic Preservation Plan, Certified Local Government, Public Education and Technical Assistance, Statewide Survey and Inventory, National and State Register and State Marker Program areas; management principles and practices. **Ability to:** interact and negotiate with other State and federal agencies, local governments, the legislature, professionals and the general public on a continuous basis; organize workflow to accomplish established objectives; coordinate the efforts of division staff, various State and federal agencies and professionals by determining the time, place and sequence of actions to be taken based on analysis of cultural resource data and project parameters; chair and direct meetings, including local commissions; administer a grant-funded program, including providing assistance in developing applications, selecting projects that meet federal and State standards, and monitoring and reviewing final products.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** historic preservation and archaeology laws and regulations affecting the State; various types of historic, architectural and archaeological sites found in the State; responsibilities of the Division of Historic Preservation and Archaeology. **Knowledge of:** the budget planning and development process; appropriate types of rehabilitation of historic structures; appropriate forms of survey and treatment of historic and archaeological properties; National Park Service grant requirements. **Ability to:** manage division staff by organizing workflow, delegating responsibility, providing training, evaluating the performance of subordinates and administering discipline; manage and direct a variety of historic preservation projects on a statewide basis; properly advise and assist State and federal agencies on all matters concerning historic preservation; analyze technical reports and associated documents for accuracy and compliance with federal and State requirements; determine historic significance of sites; negotiate appropriate treatment of architectural and historic sites.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.867

ESTABLISHED: 12/16/76  
REVISED: 6/8/79R  
7/27/79PC  
REVISED: 7/1/87-12P  
10/17/86PC  
REVISED: 7/1/93P  
8/31/92PC  
REVISED: 7/1/95P  
9/16/94PC  
REVISED: 7/14/97R  
12/24/97UC  
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